

# VILLAGE OF ESTERO CANDIDATES

## Official Candidate-Qualifying Period

Noon, Monday, January 9, 2017 through Noon, Friday, January 13, 2017

Village of Estero candidates must thoroughly review this document which contains important information about the filing of candidate-qualifying forms and filing deadlines. Review all STEPS to ensure that all required forms are completed and filed timely.

*Official Candidate-Qualifying Period:* means the official time-period provided in the Village Charter for candidates to submit *all* required candidate-qualifying forms and pay the required candidate qualifying fees.

## **STEP 1:**

### **Optional Candidate Petition Process in Lieu of Paying Filing Fee Deadline to Submit Signatures is Noon, December 12, 2016**

**YOU ARE NOT FINISHED!**

**You must file additional candidate-qualifying forms between  
Noon, January 9, 2017 and Noon, January 13, 2017!**

Candidate-petition signatures are not required, however, a Village candidate who intends to utilize the candidate-petition method in lieu of paying the **\$180.00** filing fee must:

1. ☐ File the Candidate Campaign File Cover Sheet;
2. ☐ File **Form DS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository** *prior to obtaining any signature on a candidate petition form, establishing a campaign checking account at a bank, or qualifying as a candidate.* Form DS-DE 9 shall contain the office sought and district number. A candidate must appoint a primary campaign treasurer, and *may* appoint up to (3) three deputy treasurers. A candidate may serve as primary campaign treasurer or as a deputy treasurer. (Florida Statutes §106.021) Contributions and expenditures include any made by the candidate in connection with his/her campaign;
3. ☐ File **Form DS-DE 84 Statement of Candidate** Within 10-days of filing form DS-DE 9, file Form DS-DE 84 which provides that the candidate has been provided access to read and understand the requirements of Florida Statutes Chapter 106 (Campaign Financing);
4. ☐ Utilize **DS-DE 104 Candidate Petition Form** to obtain signatures (signatures may only be on Form DS-DE 104);
5. ☐ A Village candidate may obtain the **valid signatures of 237 registered electors** in the Village for the office sought;
6. ☐ Submit candidate-petition signatures to the Lee County Supervisor of Elections for verification and certification;
7. ☐ Submit candidate-petition signatures **BEFORE NOON, December 12, 2016;**
8. ☐ Pay, to the Supervisor of Elections, the signature verification fee of 10 cents per signature submitted;
9. ☐ The signature verification fee may be paid from personal funds;
10. ☐ Submit signatures at the Main Office of the Lee County Supervisor of Elections, 2480 Thompson Street, Fort Myers, FL 33901 (3<sup>rd</sup> Floor) in order to obtain a receipt, pay signature verification fees, and have petitions signatures verified. Upon written certification by the Supervisor of Elections, that the candidate has successfully obtained the required number of valid signatures, the signatures shall take the place of the filing fee only. The signature verification fee is 10 cents per signature submitted - whether or not the signature is valid.
11. ☐ A Village candidate will still be subject to payment of a 1% Election Assessment (**\$60.00**) unless the candidate files an Election Assessment Hardship Waiver at the time he/she qualifies for office.

**WHAT IF I DECIDE TO SKIP THE PETITION PROCESS OR DO NOT  
SUCCESSFULLY COMPLETE THE PETITION PROCESS—CAN I STILL FILE?  
YES! GO TO STEP**

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### **STEP 2:** Step 1 Candidate or New Filers

**Step 1** candidates, that have successfully completed the candidate petition process, may file the remainder of required candidate-qualifying forms Noon, January 9, 2017 through Noon, January 13, 2017.

**New Filers**, who will file all candidate qualifying documents during the official candidate-qualifying period, Noon, January 9, 2017 through Noon, January 13, 2017, may file as indicated below:

1. ☐ File **Candidate Campaign File Cover Sheet**;
2. ☐ File **Form DS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository** *prior to obtaining any signature on a candidate petition form, establishing a campaign checking account at a bank*, or qualifying as a candidate. Form DSDE 9 shall contain the office sought and district number. A candidate must appoint a primary campaign treasurer, and may appoint up to (3) three deputy treasurers. A candidate may serve as primary campaign treasurer or as a deputy treasurer. (Florida Statutes §106.021) Contributions and expenditures include any made by the candidate in connection with his/her campaign;
3. ☐ File **Form DS-DE 84 Statement of Candidate** within 10-days of filing form DS-DE 9; Form DS-DE 84 provides that the candidate has been provided access to read and understand the requirements of Florida Statutes Chapter 106 (Campaign Financing).
4. ☐ File **Form 1 Statement of Financial Interest for 2016** (must be properly completed, dated and signed);
5. ☐ File **Form DS-DE 25 Candidate Oath Non-Partisan Office** (must be properly executed and notarized);
6. ☐ File a **signed and dated Canvassing Board Meetings and Logic and Accuracy Testing Schedule** acknowledging receipt of said schedule;
7. ☐ Candidates who utilized the candidate-petition process and obtained the required number of valid candidate-petition signatures prior to December 12, 2016 will not be required to pay the **\$180.00 filing fee** in #8;
8. ☐ Qualifying fees shall be applicable as follows: At the time of qualifying, each candidate shall pay the Supervisor of Elections, a qualifying fee equal to four percent (4%) of the annual salary (\$6,000.00), for the office sought. The qualifying fee shall consist of a filing fee and an election assessment. The amount of the filing fee is (3% or \$180.00), and the election assessment is (1% or \$60.00). (Village Charter Section 9 Nominations and Elections)(Florida Statutes §99.0955);
  - If required to pay total cost of qualifying fee (includes filing fee and election assessment) (\$240.00);
  - If successful petition candidate, filing fee is waived and candidate is responsible for the Election Assessment (\$60.00);
  - If only the Election Assessment is waived, candidate is responsible for the filing fee (\$180.00); the Election Assessment Hardship Waiver may only be filed during the qualifying period;
  - The only way to waive the filing fee (\$180.00) is by successfully completing the candidate petition process;
9. ☐ Make campaign check payable to Village of Estero; no cash, cashier's checks or money orders;
10. ☐ **All candidate-qualifying forms and fees (if any) must be submitted prior to NOON, January 13, 2017!**

**DEADLINE IS NOON, FRIDAY, JANUARY 13, 2017!**